



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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#T2759 PRINT SHOP SUPERVISOR

MONTHLY SALARY: \$4780 to \$5696

APPLICATION FILING PERIOD: FIRST DATE: September 21, 2007

LAST DATE: October 24, 2007

Applications received later than 5:00 p.m. on the last date of this application filing period will be rejected. **PROMPT APPLICATION IS ENCOURAGED.** **Immediate vacancies may be filled when sufficient applicants have been processed.** Persons may apply only once during this application filing period. Future application filing periods may be announced.

THE POSITION: The Print Shop Supervisor supervises, administers and coordinates the day-to-day activities of the City's Full Service Print shop, including the Graphics, Lithography, and Printing and Bindery work sections; plans, coordinates, assigns and directs the administrative and operation functions of the Print Shop; provides technical expertise in a variety of commercial and graphic arts projects, procedures and processes; schedules and coordinates a wide variety of work through all phases of photo lithography, typesetting, printing, and bindery processing; analyzes printing job requisitions to identify the scope of work required; assesses the feasibility of in-house production; prices and estimates costs of all repeat, new or revised printing jobs as needed daily; determines printing techniques, and instructs operators accordingly; selects, assigns, and rates the work performance of subordinates; resolves customer relations problems; ensures safe working conditions and operating procedures; reviews graphic designs to determine printing requirements and recommends modifications; coordinates and acts as liaison between customers and vendors and data processing staff for the ordering of various printed materials; inspects work for quality control purposes and ensures on-time delivery; orders paper stock and supplies; maintains records related to operations; serves as a working Production Print Shop Manager; and performs related work.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

Three years of experience operating offset printing and related duplicating equipment 10" x 15" or larger, and photographic equipment associated with the lithographic printing process.

NOTES:

1. Experience gained by assisting customers at self-service photocopying machines, performing production photocopying, and/or customer service experience at a retail outlet is NOT QUALIFYING.
2. Personal or non-commercial desktop publishing or printing experience is NOT QUALIFYING.

HIGHLY DESIRABLE:

1. College-level printing technology or graphics communications coursework completed.
2. Flexographic, Web, Sheetfed Offset, and/or Lithographic Press Operators' Multicolor Certification(s).
3. Experience supervising or leading the work of print shop staff.

LICENSE: A valid California Class C Driver's License may be required at the time of hire.

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX / MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the Standard Employment Application for applicable education, experience and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SUPPLEMENTAL QUESTIONS: You must list your responses to the following numbered questions in Section 4 of the Standard Employment Application or **your application will be rejected.** Read the directions carefully to ensure instructions are followed correctly. For each question, indicate at which employers (A, B, C, etc.) these duties were performed.

1. Describe in detail your experience performing a variety of print-related duties utilizing equipment 10" x 15" or larger: photocopying; offset printing; pre-press and post-press work; digital plating; camera; reprographics; color copying and printing; maintenance and repairs; inventory, and ordering paper stocks and shop supplies.
2. Describe in detail your experience researching, selecting, and properly operating print machinery and related equipment 10" x 15" or larger. Describe the types of print machinery and equipment used, and your role in obtaining the equipment.
3. Describe your experience supervising, planning, and scheduling the production of printed material for internal or external customers, departments and programs. Describe the types of materials produced and your role in their production.
4. Describe your experience training staff in the operation of new and existing printing equipment, cleaning machinery, performing general maintenance practices and procedures, and resolving technical problems.
5. Describe your experience leading/supervising print shop staff. Include the number of employees and their positions, and your level of authority.
6. List and describe any relevant courses completed; licenses, certifications, or degrees obtained; or memberships with professional print media-related organizations.
7. Specify the types of desktop publishing software and other related software with which you have experience (i.e. Adobe, Corel, Quark, word processing, spreadsheets, data bases, etc.), and indicate your proficiency level with each one (i.e. limited, moderate, extensive).

MAS/September 21, 2007/Class 1736

• THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT •

"WORKING HARD TO KEEP SAN DIEGO WORKING" by providing "America's Finest Service for America's Finest City"

All City employees are expected to be courteous, knowledgeable, and prompt in all the services we extend to both internal and external customers.

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER